

# **CWSRF Benefits Reporting (CBR) Help File**

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## NAVIGATION

### Loan Selection

Select a loan from the Loan Selection second-tier tab under the Loan Information tab. Highlight a row and click the Loan and Project Details tab, or double click the row.

### Filtering

Use the available filters to narrow your loan search. To clear filters, click Clear All Filters.

### Add or Delete a Loan

Use these buttons to enter or remove loan and project records. Create a new record or delete a selected record from the **Other Actions** section of the Loan Selection tab.

### Copy From Another Project

Click on this button to bring up a pop-up window that will let you import the project data from another project under this loan or any other loan. This is a one-time copy. Changes to the source project will not be reflected in the current project after you copy in the source data. This feature saves time if much of the information for the current project is the same as the information for a project already in the system.

**[To print]** the current reporting screen, key CTRL+P. Click on the "Preferences" button, then the "Layout" tab and select landscape under the orientation option. Click OK to print. To print a pdf report of the current project, click on the print icon and open the pdf file.

### Save

This application times out after 30 minutes of inactivity. To save the information you enter, click **Save** at the top of the loan, or navigate to any other tab within CBR. Always click the Save button before checking the Record Complete checkbox. Refrain from use of the Internet Explorer browser's Back, Forward, Refresh, and other navigation buttons. Using these or closing the browser without logging out can result in a loss of entered data.

### Record Complete

"Mark Record as Complete." When the project information to be entered is complete, you may check the box. It is recommended that you wait until no more edits/entries will be made on the loan record to check this box. If required loan information is not entered (Borrower Name, a non-zero CWSRF Assistance Amount, Loan Execution Date, Interest Rate, % Funded by CWSRF, and Loan Tracking Number), a pop-up will appear stating which information is not entered and you will not be able to check off this box. Once checked, the loan record will become read-only and a user must uncheck the box in order to edit the record.

Note: This checkbox denotes that the loan and project **record** is complete and that no more entries will be made, not that the loan or project itself is complete. It is a useful tool to signify and make sure all necessary loan information is entered.

### Highlight Required Fields

To see highlighting on the required fields for NIMS, FFATA, or Grant Requirements Reporting, choose the reporting category from the dropdown list and click the "Highlight" button. Click "Clear Highlight" to remove the highlighting.

Filling in the highlighted NIMS fields completely will assist you in running accurate NIMS reports from the reporting file. While a field may be highlighted, it is only required if the value is applicable.

## LOAN INFORMATION

### Enter Loan Information

Data entry is organized first by loan, then by details for one or more projects that are financed by the loan.

In the top portion of the page, enter information on individual CWSRF loans.

Enter detailed information on individual projects financed by the loan and the environmental benefits of these projects in the second portion of the page, entitled **ENTER PROJECT INFORMATION**.

Project activities financed by the same loan may differ in terms of their on-the-ground results and environmental impacts. Report different activities as separate projects where it makes sense to do so. Add multiple project records by clicking the **Add a Project** button.

### Borrower

When creating a new loan you must select a borrower. If the borrower already has an existing loan, then 1) choose a borrower from the dropdown list. These borrowers are pre-populated from the existing loans for your state. If the borrower is not on the list, then 2) add a new borrower by following the steps listed below.

#### Add/Edit/View Borrower Information

1) **Add a Borrower:** Adding a borrower should only occur when the borrower for the new loan is not listed within the borrower dropdown list. To add a borrower, choose "Add" and this will bring up a popup to enter the new borrower information. Click "Save and Close" when you complete your entries or "Cancel" to not create a new borrower. Once the new borrower is created you can then choose the entry from the borrower dropdown list.

2) **Edit/View a Borrower:** To edit or view a borrower, click "Edit/View" and this will bring up a popup to edit/view the borrower information. When you are finished viewing or editing the borrower information, click "Close".

### Assistance Type

If CWSRF assistance does not take the form of a loan (the default entry), select one of the following choices from the dropdown menu:

- Loan (default value)
- Refinance Short-term Debt
- Refinance Long-term Debt
- Guarantee/Purchase Insurance
- Sub-state Revolving Fund.

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### Up-front Fees

Enter up-front or one-time fees for this loan as a dollar amount.

### Loan Interest Rate

Enter the final interest rate (annualized) charged for this loan. This loan interest rate does not include the fee rate (reported separately). EPA will use the **interest rate, repayment period**, and market data to compute estimated borrower savings due to the CWSRF interest rate subsidy. Enter the rate as a percentage; e.g., if the interest rate is 3.515%, enter it as 3.515, *not* .035.

Note: The default for this field is a null value. Thus, if you are unsure of the interest rate, please leave the null value until you can acquire the correct interest rate. Please check older entries (for which the interest rate was/is not known) to make sure that the interest rate lists a null value. Leaving this field as a zero value, when the actual interest rate is not zero, will inflate subsidy calculations.

### Fee Rate

Enter the fee rate (annualized) charged for this loan. This fee rate is in addition to the loan interest rate (reported separately). EPA will use the **interest rate, fee rate, repayment period**, and market data to compute estimated borrower savings due to the CWSRF interest rate subsidy. Enter the rate as a percentage; e.g., if the fee rate is 1.515%, enter it as 1.515, *not* .015.

Note: The default for this field is a null value. Thus, if you are unsure of the fee rate, please leave the null value until you can acquire the correct interest rate. Please check older entries (for which the interest rate was/is not known) to make sure that the interest rate lists a null value. Leaving this field as a zero value, when the actual interest rate is not zero, will inflate subsidy calculations.

#### Repayment Period

Enter the repayment period for this loan in years.

#### % Funded by CWSRF

Enter the percentage of total funding that the CWSRF, as opposed to another source of financing, provides for the projects financed. Use the **Project Comments** field to list the other sources of funding.

#### IUP Year

Enter the Intended Use Plan (IUP) year for this loan.

#### Hardship Assistance

Check the box if the assistance provided is considered hardship assistance, as defined by your state.

#### Primary Authority for Providing Additional Subsidization

If Additional Subsidy (i.e. Grant/Negative Interest/Principal Forgiveness) is provided, make a selection from the dropdown choices. Dropdown box enabled once Additional Subsidy is >\$0.

- Affordability
- Project Addresses Water or Energy Efficiency Goals
- Project Mitigates Stormwater
- Project Incorporates Sustainability
- Other

#### Tracking #

Enter the number used to track the loan in your state CWSRF system. If there is no unique state tracking number, please place a general number or text to identify the loan.

#### Other #

Optional. Enter any other number used to track this loan.

#### Incremental Funding

Check the box if this loan continues funding (is an additional “phase” of funding) for a previous project. Then enter the funding **Phase #** of the current loan; i.e., this is loan X of X. Finally, choose the **[Linked to] Original Tracking #** of the original loan from the dropdown of entered loans to link the financing phases in the database. If the current phase of the project has the **Same Environmental Results** information as the project(s) under the original loan, check that box to automatically import the project information that corresponds to the **Original Tracking #**. Like the **Copy From Another Project** button, this is a one-time copy. Changes to the original project will not be reflected in the current project after you copy in the data.

The “original loan” is the first loan for a phase of this project that is entered in the CWSRF Benefits System. The “original loan” should *not* be checked as **Incremental Funding**; “1” is not available in the **Phase #** dropdown. Only subsequent phases must use the Incremental Funding feature to tie back to the original loan. Example below.

This field is to be used to document significant changes/additions to project funding, not to document amendments that adjust the assistance amount to account for routine changes in project cost. The goal is to prevent double counting of the environmental results when additional funding (usually a subsequent loan or a major change in the loan amount) goes to continue a project. Selecting **Same Environmental Results** will ensure that the environmental results are not double counted when reporting occurs for a time period (e.g. 1990-1997) that includes multiple phases (e.g. phase 2 in 1992 and phase 3 in 1995) of the same project.

#### Example for Phase 2:

If you are entering phase 2, select the existing loan (phase “1”) as the **Original Tracking #**. If the phase “1” loan is not entered in the benefits system, still enter the new loan as phase 2, but leave the **Original Tracking #** field blank. Periodically review a list of the

entered loans (download the data, then sort by borrower and date to make this easy) to see if phase “1” has been entered and should thus be entered as the **Original Tracking #** for phase 2.

#### Example for Phase 3:

If you are entering phase 3, enter the original loan (phase “1”) as the **Original Tracking #**. If the phase “1” loan is not entered in the benefits system, but the phase 2 loan is, you can enter the phase 2 loan as the **Original Tracking #**. If neither phase “1” nor phase 2 is entered, still enter the new loan as phase 3, but leave the **Original Tracking #** field blank. Periodically review a list of the entered loans (sort by borrower and date to make this easy) to see if phase “1” or 2 has been entered and should thus be entered as the **Original Tracking #** for phase 3.

#### **Loan funds one or more NPS Projects**

First, check the box if the entered loan amount represents assistance to multiple nonpoint source projects. For states providing linked-deposit or pass-through loans (to banks, municipalities, state agencies, etc.), you may report the number of NPS projects but you must also report the number of sub-agreements (loans made by the intermediary to the sub-recipients) in Agreement History, as it is possible (although unlikely) that the number of NPS projects and the number of sub-agreements can differ.

Note that the grouping approach still requires complete financial information. This is straightforward when a single loan is made to another agency that then distributes the assistance, but more complicated for a linked-deposit program. For the Loan Execution Date, use the end of the funding period (e.g., fiscal year) or the date of the last funding agreement in that reporting period. Compute weighted averages for the interest rate and repayment period using the assistance amount to weight the numbers.

Next, you have the option to group the individual projects by 1) activity *OR* by 2) watershed. One state loan may cover nonpoint source projects in multiple needs categories, distinct activity types, or several watersheds; split them into appropriate groups. Report each group in a single project record. If the projects are groundwater-focused or have the same water quality benefits across multiple watersheds, grouping by activity and reporting by lat/longs may be more appropriate than watershed-based grouping. If the projects are given loans that are distributed by an area (e.g. a county or even a watershed), grouping the projects by watershed is probably the better method.

Of course, reporting can also be more specific. Each NPS project could be reported separately. This would be a good approach if much of the information is already entered into an existing database and can be uploaded easily. If information is available that shows the benefit of a single project for a specific waterbody or waterbodies, it would be useful to report that project separately. However, also keep in mind the large number of projects and (usually) smaller dollar amounts. For example, if you plan on reporting each NPS project separately for 3000 NPS projects that only total \$2,000,000, these projects should probably be grouped so as not to distort the number of projects and dollar amounts in the database.

When you have decided which grouping method is the better option, enter the number of NPS projects in the group in the **# of NPS projects** field in the **ENTER PROJECT INFORMATION**. The form will automatically sum the number of NPS projects from all of the project records/groups financed by the loan and show it in the **Total NPS projects** display field.

#### 1) If the individual projects are **grouped by watershed...**

We can reasonably report similar projects in the same place (smaller or larger watershed) as single activities and thus summarize their on-the-ground results and environmental impacts.

For each project record/group, fill out the **ENTER PROJECT INFORMATION** section of the form to reflect the overall anticipated environmental result of the multiple NPS projects in the group. Some fields, like facility **wastewater volume**, will not make sense to fill in. Other fields may be the same for each of the project records/groups. The hardest fields to fill in as a summary result will likely be those that ask about a single waterbody when you are reporting on the watershed level. Waterbodies within a single watershed may be alternatively impaired and meeting standards and will often have different designated uses. Try to report inclusively. (Impaired + Meeting Standards <sup>1</sup> Not Applicable.) Use your best judgment when reporting the different benefits.

To identify the watershed, enter the national hydrologic unit code (HUC) in the **Waterbody ID** field. This number should have at least 8 digits – more digits (up to the 14 digit NHD reach code) signify a more detailed location. Note that a project record representing multiple nonpoint source projects should only have one watershed entered.

## 2) If the individual projects are **grouped by activity**...

If the projects are groundwater-focused or have the same water quality benefits across multiple watersheds, report the latitude/longitude for each individual project, if known. Otherwise, the lat/long data may reflect watershed-based grouping with a radius encompassing the area. This option should not interfere with summary reporting of on-the-ground results and environmental impacts. Make sure that (a) the projects represent a similar activity (e.g., animal waste storage facilities or drip irrigation equipment), thus having a similar impact on water quality and that (b) the projects' impacts on water quality and designated uses are similar across all of the watersheds where they occur.

As with projects grouped by watershed, for each project record/group, fill out the ENTER PROJECT INFORMATION section of the form to reflect the overall anticipated environmental result of the multiple NPS projects in the group. Other fields may be the same for each of the project records/groups. Waterbodies within these multiple projects may be alternatively impaired and meeting standards and will often have different designated uses. Try to report inclusively. (Impaired + Meeting Standards <sup>1</sup> Not Applicable.)

When you group by activity, you must enter the **latitude/longitude** numbers for individual nonpoint source projects within the project record/group. The latitude/longitude popup (Add/Edit) allows for entry of multiple decimal degree lat/long pairs, each with a **label**. Thus the database can store precise locations for projects scattered across a large watershed. Lat/longs can place CWSRF projects in political subdivisions, groundwater recharge areas, etc. See **Latitude**, **Longitude**, and **Radius** below for additional detail.

### Example:

A loan to the state agriculture agency is used to give ranchers low-interest loans to reduce runoff. Of 75 projects financed one year, 30 of the farms are in the Red River watershed, 10 are in the Young River watershed, and 35 are in the Big Gulp Creek watershed. Group the projects into three project records under the single loan record, one for each watershed. Enter the lat/long pairs for the individual projects if known, or one lat/long and radius for the entire area.

Choose VII-B Agricultural Animals as the needs category for all three project records/groups. The project description will likely be the same, too. Facility name and permit information may not be applicable. (Note: if any of the project improvement/maintenance fields are not applicable, please choose "not applicable." Do not leave the field empty.) Also, be sure to choose the discharge affected information and the designated/other uses. Choose all that apply. Furthermore, does the watershed or parts of it have a TMDL and what uses do these projects help to protect and/or restore?

## **AGREEMENT HISTORY**

### **Agreement History Summary**

Displays Initial Agreement and Current Action dates, Assistance Provided, and any Additional Subsidy, if provided. Data is entered on the Agreement History page by clicking the 'Edit/View Agreement History' button within the Summary.

### **Edit/View Agreement History** (button/popup)

Popup window displays all Agreement History actions that have been added for this project(s). Agreement actions must be entered in chronological order. Able to Add, Edit, or Delete Agreement Actions from this popup. A Binding Commitment Action is not counted towards the Agreement Action Totals.

### **Agreement History Details**

Accessible from the "Add Action" or "Edit Action" buttons on Agreement History

### **Select an Action Type**

Add Action: Select the agreement action. Once an Agreement History record is created with the selected Action Type, the Action Type cannot be changed. Action Types must be entered in the following order: 1) Initial Agreement must be entered before any subsequent action (Amendment, Final Agreement, Deobligation, Other). If entering an optional Binding Commitment, the Binding Commitment must be entered prior to the Initial Agreement. 2) Amendment, Final Agreement, Deobligation, or Other actions may be entered in any order befitting of the actual chronological funding history of the loan.

#### **Initial Agreement**

An executed CWSRF Assistance Contract/Agreement. An Initial Agreement must be entered prior to an Amendment, Final Agreement, or Other action. If your state considers a Binding Commitment and an Initial Agreement one in the same, or if Binding Commitment and Initial Agreement have the same date and amount, enter your first Agreement Action as an Initial Agreement.

If the project design is not fully determined when the loan is executed or when the borrower issues a bond to the state CWSRF program, you can wait for the final design before updating or filling in the rest of the Loan and Project Details record.

#### **Amendment**

An Amendment Action must be reported if it is 1) a true Amendment to the Initial Loan Agreement or 2) An additional/supplemental Loan Agreement funding the same project where the terms of the loan are not different than the Initial Agreement. (If an additional Loan Agreement is funding a distinct additional phase of the project, or the loan terms are different, Add a New Loan from Loan List and mark the record as "Incremental Funding.")

#### **Final Agreement**

A Final Agreement Action must be reported if there is a true Final Agreement associated with this loan that either increases or decreases funding. Otherwise, a Final Agreement Action is not required if the last action entered (Initial Agreement or Amendment) captured the final Total Amount of Assistance disbursed to the Borrower.

#### **Deobligation**

A Deobligation must be reported if there is no true Final Agreement associated with the loan that reduces funds, but the amount of Assistance Provided reported to date has not been fully disbursed. This action must be used to reduce CWSRF funds down to the actual/final amount of funds disbursed. Timing of the deobligation may be after the last disbursement is made and/or the loan is administratively closed.

#### **Other**

Any other action that is not an Amendment, Deobligation, or Final Agreement (as defined), but is a distinct change or update to the Loan Agreement's Assistance, Subsidy, or GPR amount. Use the Notes field to document the type of agreement.

#### **Binding Commitment**

Optional entry. An actual CWSRF binding commitment for a project is defined as the legal obligation by the State to a local assistance recipient that defines the terms and timing for assistance through the CWSRF.

If the date of a Binding Commitment and Initial Agreement are the same, only enter an Initial Agreement. The Initial Agreement will serve as the Binding Commitment (see below regarding NIMS).

The amount of assistance, when entered as a Binding Commitment, is not recognized in CBR for reporting purposes until there is an Initial Agreement entered. A Binding Commitment action will not display in the Agreement History Summary or on the Loan List, but can be viewed in Agreement History popup (list of Agreement History actions).

Reporting Binding Commitments to NIMS - When a Binding Commitments Action is entered to CBR, that Binding Commitment date and amount will be counted towards NIMS Binding Commitments. When a Binding Commitment Action is not entered, Initial Agreement will serve as the date and assistance amount for NIMS Binding Commitments. Thus, if the date of a Binding Commitment and Initial Agreement are the same, only enter an Initial Agreement. For Binding Commitment Actions entered, the Initial Agreement AND any subsequent Actions (Amendment, Final Agreement, or Other) will serve as net changes to the Binding Commitment amount reported to NIMS. When Binding Commitment Actions are not entered, the Initial Agreement serves as the original Binding Commitment, then any subsequent Actions (Amendment, Final Agreement, or Other) will serve as net changes to the Binding Commitment amount reported to NIMS.

#### **Agreement Action Date**

The date of the CWSRF Initial Agreement, Amendment, Final Agreement, Deobligation, or Other executed agreement action. Actual Dates only (no future dates). Format as M/D/YYYY.

#### **Assistance Amount \$**

Actual Amount of Assistance Provided (including any Additional Subsidy and/or GPR provided). If the project is funded by multiple sources, only enter the amount of SRF funding. For states providing pass-through or linked deposit SRF loans, enter the amount of funding provided to the sub-recipients by the intermediary (Borrower).

## Subsidy

Additional principal subsidy provided.

### Grant \$

Enter the dollar amount of funding that will be provided to the borrower in the form of a grant at the time of disbursement. Do not double count grant amounts with negative interest subsidy or principal forgiven.

### Negative Interest \$

Enter the dollar amount of negative interest subsidy that will be provided over the entire life of the loan. Do not double count negative interest subsidy with grant amounts or principal forgiven.

### Principal Forgiveness \$

Enter the dollar amount of principal that you plan to forgive over the entire life of the loan. Do not double count principal forgiven with negative interest subsidy or grant amounts.

## # of Sub-agreements

For states providing pass-through or linked-deposit SRF loans, enter the number of loans made to sub-recipients by the intermediary (Borrower).

## Population Served

Report current population numbers for Initial Agreement; i.e. the population that will be served at project completion. (NOT the potential number of people that the project could serve in 20 years.)

In the unlikely event that a population changes during the life of the project, you may enter the change in population on an Amendment, Final Agreement, or Other Action.

For “**Project**,” enter the number of people that the project serves directly. (This information is often but not always available.) See the examples for clarification.

For “**System**,” enter the number of people connected to the discrete, permitted facility or system that the CWSRF funded project affects.

If you are reporting on a nonpoint source and cannot estimate the number of people being served by the project or system directly, enter 1.

### Example 1:

A project simply extends sewer lines to a neighborhood that was formerly on septic. Only report the population of that neighborhood as served directly in the **Project** field. Enter the entire population connected to the facility in the **System** field.

### Example 2:

I&I improvements throughout the system allow the treatment plant to maintain capacity for the newly connected neighborhood. Here, report the entire population connected to that facility as served directly in the **Project** field. Enter the entire population connected to the facility in the **System** field. Thus, in this case, please enter the entire population connected to the facility in both fields.

### Example 3:

An interceptor rehab and replacement project minimizes SSO discharge. Despite the fact that the discharge may not involve the wastewater treatment plant, the whole system and all of its users are served by reducing SSO events. Enter the entire population connected to the facility in the **Project** and the **System** fields.

If at all possible, convert the equivalents of ratepayer numbers to actual population. If this is not possible, enter the population equivalent or ratepayer numbers. Then make a note in the **Project Comments** field.

If this information has not been updated on the permit recently, the applicant should be able to provide it easily.



### Green Project Reserve (GPR)

Enter the total amounts of GPR funding for the applicable classification(s) for this project:

Green Infrastructure \$  
Energy Efficiency \$  
Water Efficiency \$  
Environmentally Innovative \$

### Subsidy used to fund GPR Amount of Additional Subsidy Provided used to fund this GPR activity

Amount of additional subsidy provided used to fund this GPR activity. If there is additional subsidy provided for this project, enter the dollar amount of additional subsidy provided that is being used towards GPR activity. The dollar amount reported cannot exceed the total amount of Additional Subsidy Provided (including Grant Amount, Negative Interest, and Principal Forgiveness) and cannot exceed the total amount of GPR funding.

### Needs Categories

Select the project category(ies) that describes this project detail entry and then report the dollar amount of CWSRF assistance provided to fund this portion of the loan. As you would do for NIMS reporting, distribute bond issuance costs, planning costs, and other such costs among the project needs categories. (Feel free to note other sources of funding, or simply an all-inclusive cost figure, in the Agreement Notes.) This is the simplest way to describe a project.

When project costs (**CWSRF Funded Amounts**) are not broken out by needs category, use one of the following options for reporting. Try option one (1) if you think you can get good estimates.

Option 1: Estimate what proportion of project costs to assign to each needs category. You may want to contact the consulting engineer for the project.

Option 2: Assign ALL costs to the needs category that receives most of the funding.

Because costs-by-needs-category information is so useful, consider changing the borrower application process to request it.

### Centralized Wastewater Treatment

**Secondary Treatment.** This category includes costs necessary to meet the minimum level of treatment that must be maintained by all treatment facilities, except those facilities granted waivers of secondary treatment for marine discharges under section 301(h) of the Clean Water Act. Secondary treatment typically requires a treatment level that produces an effluent quality of 30 mg/l of both 5-day Biochemical Oxygen Demand (BOD5) and total suspended solids (secondary treatment levels required for some lagoon systems may be less stringent). In addition, the secondary treatment must remove 85 percent of BOD5 and total suspended solids from the influent wastewater. *Note: Replacement or installation of individual or community septic systems or other decentralized treatment approaches are reported in Category: Individual/Decentralized Sewage Treatment.*

**Advanced Treatment.** This category includes costs necessary to attain a level of treatment that is more stringent than secondary treatment or produce a significant reduction in nonconventional or toxic pollutants present in the wastewater treated by a facility. A facility is considered to have Advanced Wastewater Treatment if its permit includes one or more of the following: Biochemical Oxygen Demand (BOD) less than 20mg/l; Nitrogen Removal; Phosphorous Removal; Ammonia Removal; Metal Removal; Synthetic Organic Removal.

**Infiltration/Inflow Correction.** This category includes costs for correction of sewer system infiltration/inflow problems. Infiltration includes controlling the penetration of water into a sanitary or combined sewer system from the ground through defective pipes or manholes. Inflow includes controlling the penetration of water into the system from drains, storm sewers, and other improper entries.

**Sewer System Rehabilitation.** This category includes costs for the maintenance, reinforcement, or reconstruction of structurally deteriorating sanitary or combined sewers. The corrective actions must be necessary to maintain the structural integrity of the system.

**New Collector Sewers.** This category includes costs of new pipes used to collect and carry wastewater from a sanitary or industrial wastewater source to an interceptor sewer that will convey the wastewater to a treatment facility. *Note: Construction of a collector sewer to transport wastes to a cluster septic system or other decentralized facility are reported in Category: Individual/Decentralized Sewage Treatment.*

**New Interceptors.** This category includes costs for constructing new interceptor sewers and pumping stations to convey wastewater from collection sewer systems to a treatment facility or to another interceptor sewer. This category includes costs for relief sewers.

**CSO Correction.** This category includes measures used to achieve water quality objectives by preventing or controlling periodic discharges of a mixture of storm water and untreated wastewater (combined sewer overflows) that occur when the capacity of a sewer system is exceeded during a wet weather event. This category does not include costs for overflow control allocated to flood control or drainage improvement, or treatment or control of storm water in separate storm and drainage systems.

#### Stormwater

**Gray Infrastructure.** This category includes costs associated with the planning, design, and construction of conveying stormwater via pipes, inlets, road side ditches, and other similar mechanisms. This category also includes the costs of activities associated with the planning, design, and construction of treating stormwater with wet ponds, dry ponds, manufactured devices, and other similar means. *Note: Projects that used to be reported under the old Urban needs category that meets this definition should be reported here.*

**Green Infrastructure.** This category includes costs associated with the planning, design, and construction of low impact development and green infrastructure, such as bioretention, constructed wetlands, permeable pavement, rain gardens, green roofs, cisterns, rain barrels, vegetated swales, restoration of riparian buffers and flood plains, etc. *Note: Projects that used to be reported under the old Urban needs category that meets this definition should be reported here.*

#### Energy Conservation

**Energy Efficiency.** This category includes the costs associated with the use of improved technologies and practices that result in reduced energy consumption of water quality projects. Energy efficient equipment and components can cover such things as lighting, HVAC, process equipment, and electronic systems.

**Renewable Energy.** This category includes the costs associated with the production of renewable energy. Examples include wind and solar, methane capture and energy conversion equipment, biosolids drying/dewatering and energy conversion equipment, co-digestion, combined heat and power (CHP) systems, hydroelectric systems that harness wastewater flows to, from, or within a treatment works.

#### Water Conservation

**Water Efficiency.** This category includes the costs associated with projects that reduce the demand for POTW capacity through reduced water consumption. Examples include water meters, plumbing fixture retrofits or replacement, water efficient appliances, water efficient irrigation equipment (e.g., moisture and rain sensing equipment), and education programs.

**Water Reuse.** This category includes the costs associated with the treatment and conveyance of treated wastewater that is being reused (recycled water), including associated rehabilitation/replacement needs. Examples include distribution lines and equipment for application of effluent. The costs associated with additional unit processes to increase the level of treatment to potable or less than potable but greater than that normally associated with surface discharge needs are reported as Advanced Treatment.

#### Nonpoint Source

**Agricultural Best Management Practices – Cropland.** This category covers nonpoint source pollution control activities related to agricultural activities such as plowing, pesticide spraying, irrigation, fertilizing, planting and harvesting. Some typical best management practices (BMPs) used to address agriculture (cropland) needs are conservation tillage, nutrient management, irrigation water management, and structural (e.g., terraces, waterways) BMPs.

**Agricultural Best Management Practices – Animals.** This category covers nonpoint source pollution control activities related to agricultural activities related to animal production such as confined animal facilities and grazing. Some typical BMPs used to address agriculture (animal) needs are animal waste storage facilities, animal waste nutrient management, composting facilities, and planned grazing.

**Silviculture.** This category covers nonpoint source pollution control activities related to forestry activities, such as removal of streamside vegetation, road construction and use, timber harvesting, and mechanical preparation for the planting of trees. Some typical BMPs used to address silviculture needs are pre harvest planning, streamside buffers, road management, revegetation of disturbed areas and structural practices, and equipment (e.g., sediment control structures, timber harvesting equipment).

**Groundwater (Unknown Source).** This category covers nonpoint source pollution control activities related to ground water protection such as wellhead and recharge area protection activities. Any activity that can be attributed to a specific cause of ground water pollution, such as leaking storage tanks, soil contamination in a brownfield, or leachate from a sanitary landfill, should be reported to that more specific category. Desalination projects that protect or restore groundwater should be reported under this category.

**Marinas.** This category covers nonpoint source pollution control activities related to boating and marinas, such as poorly flushed waterways, boat maintenance activities, discharge of sewage from boats, and the physical alteration of shoreline, wetlands, and aquatic habitat during the construction and operation of marinas. Some typical BMPs used to address needs at marinas are bulk heading, pump out systems, and oil containment booms.

**Resource Extraction.** This category covers nonpoint source pollution control activities nonpoint source pollution control activities related to mining and quarrying activities. Examples of BMPs include detention berms and seeding or revegetation.

**Brownfields.** This category covers nonpoint source pollution control activities related to land that was developed for industrial purposes and then abandoned, which might have residual contamination. All work at brownfields should be included in this category regardless of the activity. Some typical activities used to address cleanup of brownfields sites are ground water monitoring wells, in situ treatment of contaminated soils and ground water, and capping to prevent storm water infiltration.

**Storage Tanks.** This category covers nonpoint source pollution control activities related to tanks designed to hold gasoline or other petroleum products or chemicals. The tanks may be located above or below ground level. Some typical BMPs are spill containment systems; in situ treatment of contaminated soils and ground water; and upgrade, rehabilitation or removal of petroleum/chemical storage tanks. *Note: Facilities or measures that are part of nonpoint source pollution control activities at abandoned, idle and underused industrial sites (brownfields) should be included in the Brownfields category.*

**Sanitary Landfills.** This category covers nonpoint source pollution control activities related to sanitary landfills. Some typical BMPs used to address needs at landfills are leachate collection, on-site treatment, gas collection and control, capping and closure.

**Hydromodification/Habitat Restoration.** This category covers nonpoint source pollution control activities related to habitat protection and restoration. Examples of projects include shoreline activities (e.g., swales, filter strips), instream activities (e.g., fish ladders), and capital costs associated with the control of invasive vegetative and aquatic species. *Note: Any habitat restoration projects involving stormwater management are reported in Category: Stormwater - Green Infrastructure.*

**Individual/Decentralized Sewage Treatment.** This category covers nonpoint source pollution control activities related to rehabilitating or replacing onsite wastewater treatment systems (OWTS) or clustered (community) systems. It also includes the treatment portion of other decentralized sewage disposal technologies. Costs related to developing and implementing onsite management districts are included (but not the costs of ongoing operations of such districts). Costs could also include the limited collection systems associated with the decentralized system.

This category does not include costs associated with changing a service area from decentralized wastewater treatment to a publicly owned centralized treatment system. Costs to construct a publicly owned centralized collection and treatment system should be reported in Secondary Wastewater Treatment, Advanced Wastewater Treatment, or both. *Note: Activities related to installing sewers to connect the service area to an existing collection system are reported in Category: New Collector Sewers & Category: New Interceptor.*

**Land Conservation.** This category includes the costs associated with land acquisition to protect water quality. *Note: Any land purchase that is an integral part of a wastewater project (e.g., site location, land application) should be reported under the appropriate centralized wastewater treatment category.*

#### Other

**Planning and Assessments.** This category includes costs for developing plans to address water quality and water quality-related public health problems. Examples include Watershed-Based Plans (including 319 Watershed-Based Plans) and Total Maximum Daily Load Implementation Plans.

**Desalination.** Projects include treatment and disposal of brine, desalination of brackish water to augment water supply, aquifer recharge using desalinated sea water, and treatment/reinjection of brackish groundwater.

**Estuary (§320) Assistance.** This category includes costs for the development and implementation of the 28 estuary conservation and management plans established under CWA, §320. Only activities unique to §320 are included in this category (e.g. fisheries/oyster bed/shellfish restocking/restoration, fish ladders, rejuvenation of submerged aquatic vegetation). *Note: All other pollution control activities related to development and implementation of estuary plans that meet the definition of one of the other categories should be reported under those respective categories.*

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#### **CWSRF Costs Impacting Estuaries**

Enter the amount of assistance provided that will benefit estuaries (non-§320 activities). Must not exceed the amount of assistance reported to Needs Categories.

### **ASSIGNING TO MEET GRANT REQUIREMENTS**

Grant Requirements must be met for all Federal Grants with appropriation year 2010 and later. Grant Requirements must be fulfilled by projects with executed SRF loan agreements that include Additional Subsidy, Green Project Reserve (GPR), or both. Grant Requirements follow an equivalency approach; therefore Additional Subsidy and/or GPR are eligible to fulfill any Federal Grant's Grant Requirements, regardless of actual SRF funding source for the project. (Ex: A loan with Subsidy and GPR that is funded with a blend of recycled SRF funds and 2012 Federal Grant funds is eligible to meet any grant's Grant Requirements, not just the 2012 grant.)

#### **How to assign Additional Subsidy and/or GPR to meet Grant Requirements:**

Assignment Selection dropdown will enable once Additional Subsidy and/or GPR is added to the loan record.

##### **Assignment Selection 1: Assign all Subsidy and/or all GPR to cap grant(s)** (Most common selection)

Use this option to assign the full amount of Subsidy and/or the full amount of GPR. Use the assignment table to the right of the Assignment Selection dropdown to allocate Subsidy/GPR to a grant.

**Flexible Reporting:** If assigning both Subsidy and GPR, you may assign to meet Grant Requirements for the same or different grants.

##### **Assignment Selection 2: Assign custom Subsidy and/or GPR amount to cap grant(s)** (Uncommon)

The "Edit/View Custom Assignments" popup button will enable. Use this option to fully customize the Subsidy and/or GPR assignment(s).

**CSTM:** If you have used this option to make one or more assignments, the Grant Selection dropdown in the assignment table (Loan Information page) will display "CSTM" instead of a Grant year to indicate it is a customized assignment which may be for multiple years. The amount displayed as Amount Assigned will be a sum of all customized assignments.

#### **Grant Requirements Assignment Tips:**

TIP 1: Eligible loans are typically executed in 2010 or later.

TIP 2: It is common to assign the full amount of Additional Subsidy and/or GPR using Assignment Selection 1. The typical exception is when the amount will complete and exceed the amount required to meet a grant's Grant Requirements. In this case, the amount may be split and assigned to two grants using Assignment Selection 2 (Custom).

### Grant Reporting: Tracking/Reporting Tips:

TIP 1: Run the 'Grant Requirements Progress Report' for your state and restrict assistance to a particular Cap Grant to view progress towards meeting that Grant's Grant Requirements.

TIP 2: Run the Project List: 'Additional Subsidy and GPR' Report for your state and restrict assistance to a particular Cap Grant to view a detailed list of loans assigned to meet that Grant's Grant Requirements.

### FFATA REPORTING - Optional

FFATA reporting is required for all Federal Grants with award date 10/1/10 and later. This typically includes all Federal Grants with Appropriation Year 2010 and later. FFATA reporting in CBR will only track the Initial Assistance amounts and does not include amendments. **Actual FFATA Reporting must be done on the fsrs.gov website.** CBR may be used to track which loans intend to be or have been reported to fsrs.gov, but FFATA data entry to CBR is optional. Questions regarding FFATA reporting should be directed to the fsrs.gov Help Desk.

Similar to Grant Requirements, FFATA Reporting follows an equivalency approach; therefore eligible Initial Assistance may be assigned to fulfill any Federal Grant's FFATA Reporting, regardless of actual SRF funding source for the project.

#### How to assign Initial Assistance for FFATA Reporting purposes:

-Assignment Selection dropdown will enable once an Agreement Date and Initial Assistance amount have been entered.

##### -Assignment Selection 1: Assign all Assistance to one cap grant (Most common selection)

Use this option to assign the full amount of Initial Assistance. Use the assignment table to the right of the Assignment Selection dropdown to allocate Initial Assistance to one grant.

##### -Assignment Selection 2: Assign custom Subsidy and/or GPR amount to cap grant(s) (Uncommon)

The "Edit/View Custom Assignments" popup button will enable. Use this option to fully customize the Initial Assistance assignment(s).

**CSTM:** If you have used this option to make one or more assignments, the Grant Selection dropdown in the assignment table (Loan Information page) will display "CSTM" instead of a Grant year to indicate it is a customized assignment which may be for multiple years. The amount displayed as Amount Assigned will be a sum of all customized assignments.

### FFATA Reporting: Tracking/Reporting Tips:

TIP 1: FFATA Reporting popup (**GRANT INFORMATION** tab): Prior to entry to this popup, choose a Federal Grant Year at the top of the **GRANT INFORMATION** tab. The popup will list all assignments made under this chosen grant. To change the grant year, close the popup, select a different Federal Grant Year, then reopen the popup.

TIP 2: FFATA-based reports are available within the CBR Database, which can be downloaded from the **REPORTS** tab (Requires MS Access 2010 or later).

### FFATA Project Location

A project location entry is optional and will be enabled once a FFATA assignment has been made. The location should represent the primary place of performance for the funded activity.

### NAVIGATING CUSTOM ASSIGNMENT POPUPS: Grant Requirements/FFATA

The custom assignments popups are very similar for both Grant Requirements and FFATA Reporting. The primary actions that can be taken within these popups are defined below.

#### Add (button)

Click to open the Add popup form. Add a new assignment and click "Save" to create the assignment, or "Cancel" to return to the main popup without adding a new assignment.

**For Grant Requirements:** Assign all or part of the available Additional Subsidy and/or GPR to a Federal Grant.

**For FFATA Reporting:** Assign all or part of this project's Assistance to a Federal Grant.

#### Edit an Assignment (button)

**Grant Requirements/FFATA Custom Assignments:** Select which grant you want to edit. Click the 'Edit' button to open the Edit popup form. Make edits as necessary and click 'Save' to save the edits or 'Cancel' to return to the main popup without making any changes.

### Delete (button)

**Grant Requirements/FFATA Custom Assignments:** Select which grant assignment you want to delete. Click 'Delete' to remove the chosen assignment.

## PROJECT CHARACTERISTICS

### If Applicable, Select the Characteristics That Describe the Project(s) Funded By This CWSRF Assistance

Select all of the characteristics that apply to any/all of the funded projects.

- Primary or Other Impact on Chesapeake Bay
- Located within a National Estuary Program (NEP) Study Area:  
For a list and maps of the National Estuary Programs and their study areas, go to [www.epa.gov/owow/estuaries/sheds.htm](http://www.epa.gov/owow/estuaries/sheds.htm).
- Incorporates Climate Change Adaptation or Mitigation Elements

## PROJECT INFORMATION

### Enter Project Information

In the second portion of the screen, enter detailed information on each individual project financed by the loan and its environmental benefits.

Project activities financed by the same loan may differ in terms of their on-the-ground results and environmental impacts. Report different activities as separate projects where it makes sense to do so. You can add multiple project records by clicking the **Add Project** button.

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### CW Needs Survey Number

If available, report the Clean Water Needs Survey Identification Number for this project.

### Project Name

Enter a brief but descriptive name for this project.

### Project Description

What does the project do? Expand and upgrade a treatment plant? Correct CSOs? Extend sewer lines to eliminate 70 septic tanks and a wildcat sewer?

Enter a project description of your choice: a name, municipality/service area other than the borrower, nonpoint source project action, etc. This field will only save up to 255 characters. If you would like to copy in more text from another source (e.g. an IUP) place it in the **Project Comments** field.

If the project affects part of a treatment system, specify the treatment **Facility Name** affected. If multiple treatment facilities are affected, please enter multiple names separated by semicolons.

### # of NPS projects

See above under Multiple Nonpoint Source Projects with Similar Environmental Results.

### Project Dates

#### Construction/Project Start Date

Enter the date when the CWSRF funded project begins construction on the project. The start of construction is defined as the date of issuance to a contractor of a notice to proceed for the initial CWSRF funded contract or, if a notice to proceed is not required or the project includes planning and design, the date of execution of the initial CWSRF funded contract awarded for the project. Includes only the portion financed with CWSRF funds. For refinance projects, report construction start amounts either in the year in which the CWSRF assistance agreement for the project is signed or in the year in which

construction started - whichever is later - even if the construction began prior to the date of the CWSRF assistance agreement. Refinance projects are those where non-CWSRF financing was initially used, and CWSRF funding was subsequently provided to pay off the non-CWSRF financing. For NIMS Reporting purposes: If there is more than one project, the earliest Construction Start date entered will be used.

#### **Initiation of Operations/Project Completion Date**

Enter the date when the CWSRF funded project comes into operation or becomes capable of operation for the purposes for which it was planned, designed, and built. Includes only the portion financed with CWSRF funds. If the project is for planning and design only, enter the date planning and design was completed. For refinance projects, report initiation of operation as the date the CWSRF assistance agreement for the project is signed or the date in which operations are initiated, whichever is later, even if initiation of operations began prior to the date of the CWSRF assistance agreement. Refinance projects are those where non-CWSRF financing was initially used, and CWSRF funding was subsequently provided to pay off the non-CWSRF financing. For NIMS Reporting purposes: If there is more than one project, the latest IOO date entered will be used.

#### **Discharge Affected**

Select the type(s) of waterbody(ies) that the project affects the discharge to. At least one box must be checked. If this section is not applicable to the project, please choose no change/no discharge.

Ocean Outfall  
Estuary/Coastal Bay  
Wetland  
Surface Water (Stream, River, Lake)  
Groundwater  
Land Application  
Other/Reuse  
Eliminates Discharge  
No Change/No Discharge

Choose the "Eliminates Discharge" option when the project removes a discharge from the receiving waterbody; e.g., rerouting flow to another treatment facility. This allows us to focus on the environmental benefit to the waterbody even when the facility no longer actually discharges to it.

Of course, if a regionalization/consolidation project decommissions a smaller, older plant on a river and sends its discharge to a newer, cleaner plant on the same river, the result is really just improved treatment. In this case, select "Surface Water" and enter the permit number for the new plant now discharging the effluent.

If the older plant had been discharging to a different waterbody segment and eliminating that discharge has a specific environmental impact on that segment, this could be the primary result of the project. In this case, also select "Eliminates Discharge" but still enter the permit number for the new plant now discharging the effluent.

#### **Seasonal Discharge**

Check this box if the wastewater discharge is seasonal. Note: Seasonal discharge can be checked along with the other, above choices.

#### **Permit Information**

In this section, enter the discharge permit number(s) for the project. If the project facility has an NPDES number, click on the "Enter NPDES Number" button. This will bring up a popup form that will allow you to choose from a list of EPA maintained NPDES numbers. You can choose by number or facility name. If the NPDES number for the facility is not on the list, check the "NPDES Number Not on List" check box and enter Number in the text box provided. Once the number is selected or entered, click on the "Close and Save" button.

As a convenience to the user, when the NPDES number is chosen from the list and its location is in the EPA database, a link to view the facility on Enviro Mapper will appear on the popup form.

If no NPDES permit number applies, check the “No NPDES Permit Number” box. If a different permit applies (other than NPDES), enter the permit type in the other Permit Type field and the permit number in the other Permit Number field. If no other permit applies, leave the other Permit Type and other Permit Number fields blank.

If more than one highly relevant NPDES or other type of discharge permits apply, note the permit types in the other permit type box and enter the corresponding additional permits in the other permit number box separating the entries with a comma. The intent is to capture the most relevant discharge permit numbers and not every possible permit that applies to the project.

### **Project Location (Latitude/Longitude)**

Provide at least one Latitude and Longitude Coordinate (Lat-Long) for your project. If you are not aware of what the Lat-Long of your project is, you may use the USGS tool and enter a street address ([earthexplorer.usgs.gov/](http://earthexplorer.usgs.gov/)). Lat-Long coordinates must be entered in the Decimal format. For projects that contain multiple separate locations such as rain barrel distributions or a land purchase, you may select a midpoint for the project coverage area and include a radius distance that covers the service area of all the projects.

### **Project Improvement/Maintenance of Water Quality**

To *contribute to water quality* “improvement,” a project must reduce pollutant loading to the receiving waterbody. A project that simply sustains the treatment capacity of a facility counts for water quality “maintenance.”

Complete the statements below to best describe this project in terms of improving or maintaining water quality. Note: If any of the statements do not apply to the project, please select “not applicable.”

#### **a. Contributes to water quality...**

1. Select “improvement” when a project reduces pollutant loading to the affected waterbody.
2. Select “maintenance” when a project simply sustains the treatment capacity of a facility.
3. Select “not applicable” when the project increases loadings to the affected waterbody.

This information can be found in the engineering and/or environmental review documents for a project. Information on pre-project pollutant loadings should be confirmed with the most recent Discharge Monitoring Reports (DMRs).

#### **b. Allows the system to...**

1. Select “Achieves Compliance” when the facility/system was out of compliance before the project and will be in compliance at project completion.
2. Select “Maintain Compliance” when the facility/system was in compliance before the project and has a lower risk of falling out of compliance after the project.

Use the engineering and environmental review documents, the DMRs, and the permit (most likely a NPDES permit, but also possibly a reuse, recharge, or land discharge permit), along with any administrative, consent, or court orders.

Strictly speaking, these options do not give credit to projects that move the facility/system toward compliance but that do not “Achieve Compliance” at project completion, such as an SSO project:

1. If a project is a significant factor in a system/facility achieving compliance, accomplishing a specific group of items on a consent order or eliminating CSO’s for a large section of the sewer system, go ahead and select “Achieve Compliance.”
2. If a project simply addresses a few I/I problems that generally affect SSOs, select “Not Applicable.”
3. If a project occurs under the threat of noncompliance – i.e. it allows the system/facility to meet anticipated permit limits – we suggest selecting “Achieve Compliance” instead of “Maintain Compliance.”

#### **c. Affected waterbody is...**

“meeting standards,” “impaired,” “threatened,” or “not assessed.” Look it up on the 303(d) impaired waters list, or on a state groundwaters list.

#### **d. Allows the system to address...**

“existing TMDL,” “Projected TMDL,” or “Watershed Management Plan.” Does the project reduce the pollutants specified in the TMDL or watershed management plan (WMP) for the affected waterbody?



First, contact the appropriate state environmental agency office(s) to find out if the affected waterbody has a TMDL or watershed management plan. (Watershed management plan is a general term; lingo will differ between states.) Check your project's engineering and environmental documents to see if it will reduce the pollutants specified in the TMDL or management plan. TMDL information may already be attached to the permit. Projects on impaired waters do NOT automatically address a TMDL. Information about projected TMDLs may appear on a state schedule.

Example:

On a nutrient impaired stream, a new wastewater treatment plant replaces a smaller early - 1980s POTW and the aging septic tanks of a few subdivisions. In the next few years, its up-to-date treatment processes will improve pollutant removal efficiency. Since state or local planning has targeted the area for development the plant is designed and permitted for a higher level of loadings to the stream than the existing POTW. Average effluent loadings over the lifetime of the plant will be significantly greater than those from the old POTW.

- a. Select "Not Applicable". The project will have no effect on maintaining or improving water quality.
- b. Select "achieves compliance", since the project will comply with stricter permit limits.
- c. The receiving waterbody is impaired.
- d. Although a TMDL has been submitted to EPA for the stream, the permit does not contain any allocations. The TMDL program office, however, quotes a projected allocation figure for nutrients that the new facility does meet. Select projected TMDL allocation.

**Contribution to Protection or Restoration of the Waterbody and Other Uses**

Identify both the **Designated Surface Water Uses** and **Other Uses and Outcomes** that this project helps to protect or restore. If the project maintains or improves water quality, or if it increases effluent loadings but meets its permit, it contributes to protection of the uses you find when matching pollutants. If the project reduces loadings of a pollutant that is impairing a designated use (303(d) list), the project contributes to restoration of that use.

Note: Choices from both Designated Surface Water Uses and Other Uses and Outcomes may be selected. However, if the Designated Surface Water Uses section does not apply to the project, an Other Use or Outcome must be chosen (and vice versa).

Each state chose a list of **Designated Surface Water Uses** from its state water quality standards. This list appears in the dropdown on the reporting form and in the pop-up window linked to the form (for read-only users). The following list is the summary list used for national reporting and serves as an example list here.

- Drinking Water
- Aquatic Life & Wildlife
- Primary Contact Recreation
- Secondary Contact Recreation
- Fish Consumption
- Shellfish Consumption
- Agricultural Water Supply
- Industrial Water Supply/Navigation
- Aesthetic Value
- Exceptional & Outstanding Significance
- Other

**Other Uses and Outcomes** selections allow reporting of additional project outcomes that may not affect pollutant discharge into a surface waterbody with designated uses. For example, it is expected that many CWSRF projects will have the outcome of “Infrastructure Improvement.” The ‘protection’ and ‘restoration’ labels may not apply as well to the **Other Uses and Outcomes**, so use your best judgment. It is likely, however, that some of these uses and outcomes will be primary ones for the project. Mark them as such. (See the examples.) The **Other Uses and Outcomes** list is fixed:

- Infrastructure Improvement
- Regionalization/Consolidation
- Water Reuse/Recycling/Conservation
- Groundwater Protection
- Drinking Water Supply (e.g., groundwater source)
- Other Public Health/Pathogen Reduction
- Wetland Restoration
- Security
- Industrial
- Other

#### Selecting uses – matching pollutants

While some project benefits are better described as infrastructure improvement, we should make an effort to link project benefits to the waterbody that the facility/system affects. Please do not simply select all of the uses listed for the waterbody in your state water quality standards or 305(b) report.

First, identify the pollutants that the project removes from the influent sewage (design and environmental review documents) and that also show up in the water quality criteria for the receiving waterbody’s uses (water quality standards database) and outcomes. Next, mark only those uses/outcomes that are explicitly addressed or strongly inferred by the planning and design documentation. The project design objectives indicate which pollutants are targeted and often mention uses/outcomes that drive the project. If these documents do not specify uses/outcomes, mark those that the project significantly affects.

#### Primary and secondary uses

Specify as primary those affected uses that drive a large portion of project financing. Often, a primary use will correspond to the largest pollutant reduction. In most cases, one and possibly two uses will qualify as primary. Specify secondary for other uses. If no use qualifies as primary, specify secondary for all applicable uses.

A project can have multiple primary uses and may even have an Other Use or Outcome as its sole primary use or one of its primary uses. Thus, a project can be reported, for example, as primarily resulting in “Groundwater Protection” but also in restoring the use of “Primary Contact Recreation” in a nearby stream. Use your judgment where the option to choose protection or restoration doesn’t necessarily make sense for an Other Use or Outcome like “Groundwater Protection.”

View a step-by-step/decision tree approach to reporting **Designated Surface Water Uses**.

#### Example 1:

A project renovates a POTW and installs post-secondary chemical phosphorus removal equipment to comply with new TMDL allocations. The receiving waterbody is temperature impaired for its designated use as a cold water fishery and is also bacteria-impaired for its use of primary contact recreation.

The project reduces effluent loadings of BOD, TSS, ammonia, and phosphorus. Because these pollutants are listed in the criteria for the receiving waterbody’s two Designated Surface Water Uses, the project protects both uses. Because the TSS reduction will affect the listed bacteria impairment, the project contributes to restoration of the primary contact recreation use. But because the project did not change effluent temperature, it will not be credited with restoring the cold water fishery use. Nonetheless, the cold water fishery is the primary use for this waterbody because its more stringent water quality criteria drive efforts to reduce loadings. Do not mark additional Designated Surface Water Uses that are not explicitly addressed or strongly inferred in the planning/design documentation, even if project improvements incidentally protect these uses (e.g. agriculture).

As for **Other Uses and Outcomes**, Infrastructure Improvement is likely a primary benefit of this project.

#### Example 2:

A treatment project is designed to remove ammonia and phosphorus from the effluent. The affected lake is designated for use as a warm water fishery, a primary contact recreation area, and a source of irrigation water. The warm water fishery use dictates the standards/criteria for ammonia and phosphorus, so definitely select it. The swimming use dictates lower criteria for phosphorus, so select that too. Since the agriculture use does not have criteria for these pollutants, do not select it.

### Example 3:

These are the preferred reporting options for two cases where a project simply replaces interceptors:

*Case 1:* If the project had not occurred, loadings to the receiving waterbody would have increased. In this case, the project prevents increased loadings, maintaining water quality. Choose Protection for those uses that are affected by these loadings. Under **Other Uses & Outcomes** make “Infrastructure Improvement” primary under protection.

*Case 2:* Without the project, a collection system failure would result in sewage spills that would pollute groundwater and perhaps threaten public health. Under **Other Uses & Outcomes**, make “Groundwater protection” , “Other Public Health/Pathogen Reduction” , and “Infrastructure Improvement” primary under protection.

### Additional important comments

It is important to take every reasonable step to accurately link loan dollars spent for a project to the uses/outcomes that the project benefits. We can rarely measure protection or restoration of fishing or recreational uses on the scale of a single CWSRF project and the associated affected waterbody. State assigned designated uses and accompanying water quality criteria allow us to link the loading reductions from a CWSRF project to fishing, swimming, and other uses of and outcomes for affected waterbodies.

### A step-by-step/decision tree approach to reporting **Designated Surface Water Uses**.

The following decision tree provides a methodical approach to determining which designated surface waterbody uses a project helps to protect or restore. This page accompanies the online ‘Help’ file, where you can read through illustrative examples of use determinations.

#### **1.) Does the project:**

Improve water quality; i.e. reduce pollutant loadings.\*

➔ *Go to (2.b.).*

Maintain water quality; i.e. maintain pollutant loading levels.\*

➔ *Go to (2.b.).*

Increase loadings but keep the facility in compliance with its permit.\*<sup>g</sup>

➔ *Go to (2.a.), but go to (2.b.) if the waterbody is meeting standards for all uses.*

None of the above.

➔ Bypass the Designated Surface Water Uses section and select the Other Uses and Outcomes that apply. See (4.) to distinguish between “Primary” and “Secondary” selections.

#### **2.) Make a list of the designated uses for the affected waterbody.**

If a use is threatened or impaired by a pollutant that the project will increase loadings of, cross out that use. Skip this step if the waterbody is meeting standards for all uses. ➔ *Go to (2.b.).*

Cross out those uses that the project, wastewater or nonpoint source, has no chance of affecting (e.g., navigation). ➔ *Go to (3.).*

#### **3.) Consider whether the project’s impact on loadings, to reduce and/or maintain pollutant levels, affects the uses that remain on the list.**

If the pollutant criteria for each use are available (Ask water quality section colleagues.), you can easily note which pollutants affect which uses.

If the project does affect a designated use, *and* the waterbody is meeting that designated use, then record “Secondary” in the Protection column. *For projects that only maintain water quality; i.e. maintain pollutant loading levels, go to (4.).*

If (i) the project does affect a designated use, and (ii) the waterbody only partially meets or DOES NOT meet that use, check to see if (iii) the project reduces loadings of the pollutant that is causing the impairment. (See the ‘Help’ file for examples.)

- If yes to i, ii, and iii, record “Secondary” in the Restoration column.

- If yes to i & ii but no to iii, record “Secondary” in the Protection column.

➔ *Go to (4.).*

4.) If protection or restoration of one or many uses represents the primary environmental benefit of the project, change “Secondary” to “Primary” (Rarely for more than one or two uses.) Note: The project design objectives often indicate which pollutants are targeted for (the greatest) loading reductions and often mention uses/outcomes that drive the project.

\* See the above question on the form: “a. Contributes to water quality...\_\_\_\_\_.”

g Also see the above question on the form: “b. Allows the system to...\_\_\_\_\_.”

## REPORTS

### Reports Database Download

Contains current CBR Program Reports as well as program graphs and ARRA, NIMS, and FFATA reports. Downloading the Reports Database captures a “snapshot” of data from all states, even if you are logged in under a specific state or region. If information is updated since the last download of the Reports Database, it will need to be re-downloaded to capture the new data. It is recommended that you **save** this file to a known location on your computer or network. Requires Access 2003 or later.

#### Downloading

To download, click the “Download” button once; do not refresh or navigate away from the page. It may take several minutes for the file to generate and download, depending on your Internet speed.

#### Downloading as a .zip file

You may choose to download the file as a .zip file by clicking the checkbox labeled “download as .zip file” before clicking the “Download” button. Opting to obtain the .zip file may shorten the length of time spent downloading, depending on your Internet speed (*This option is not available for Internet Explorer Beta 9 Users*).

### OMB 1512 Reporting Template

Excel template from FedReporting.gov that is used with the Reports Database Download to generate quarterly ARRA reports. Must save the template to the same location as the Reports Database. Requires Excel 2000 or later.

#### Populating the OMB 1512 Reporting Template

1. Download and **save** both the template and the Reports Database Download to the same location on your computer or network (same folder).
2. Open the Reports Database Download and navigate to the ARRA Reports tab.
  1. Select “Populate OMB FederalReporting.gov Reporting File in Excel” (Step 1) and select your state (Step 2).
  2. Click “Run Report” (Step 5). This will create a copy of the template, with the state data populated to it. The new file is saved to the same location on your computer or network where you originally saved the template and Reports Database Download. You should receive a message that says “FederalReportingTemplate File Created and Saved.”

### Web Reports – Program Reports

Run current CBR Program Reports right from the web. These reports are identical to reports run from the Reports Database Download. Reports are generated as .PDF files (Requires Adobe Reader or equivalent Adobe program). To **save** the file, choose “Save” when the report is generated. If you have already opened the file, save it by going to “File” → “Save As.”

### Raw Data Download

Contains tables with raw state and project information. Not to be used with the Reports Database Download. To download, click the “Download” button once; do not refresh or navigate away from the page. It may take a few moments for the file to generate and download, depending on your Internet speed. Requires Access 2000 or later.